

ICPC Referral

Introduction

The ICPC Referral represents the intake for the ICPC workflow. The ICPC Referral can be created by either county workers or ICPC staff. The referrals will be forwarded by the county workers to the ICPC staff. ICPC Staff can accept or deny the referral or return it to the sending agency. Once the ICPC Staff either accepts or denies the ICPC Referral, it can be linked to either an existing (open or closed) case or a new case can be created. Upon saving of the changes to Maintain Case (linking to an existing case or creating a new case opens the Maintain Case page), the system creates an ICPC Record for the child who is associated with the role of Identified Child on the ICPC Referral.

Any time after the initial save, the ICPC Referral can be copied over into a new ICPC Referral for the same child or into a new ICPC referral for one of his/her siblings. County and ICPC staff continue documentation of the work specific to the ICPC workflow on the ICPC Record.

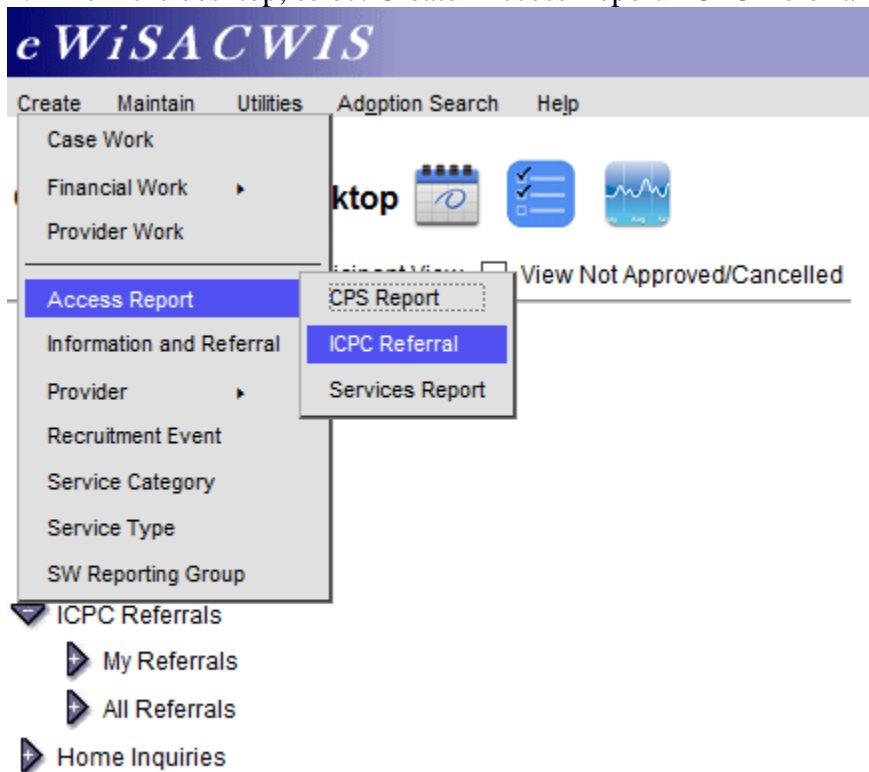
Related User Guides:

[ICPC Record](#)

[Imaging Person](#)

Documenting an ICPC Referral

1. From the desktop, select Create>Access Report>ICPC Referral to open the Referral page.



ICPC Referral - Internet Explorer

eWiSACWIS Print Spell Check Help

Referral Information

Sending State: **WI** Receiving State: **CA** Assigned Entity: **Details** **Tuolumne County**

Child Name: **Cleaver, Theodore** Placement Not for Adoption Placement

Regulation Type: **Regulation 2 - Public Court Jurisdiction Cases** Type of C

Created On: **06/02/2017** Created By: **Cake, Caitlin M., Ill** Status: **P**

Participants Referral Detail Planning/Financial Responsibility P

Participants

Include household members of the child's removal home as well as the placement re
The individuals identified as Household Members will pre-fill to the "Are other adults living at home (as identified on the Participants tab)?
section on the Placement Request Detail tab if they are over the age of 18 as of the creation date of the ICPC referral.

Names	Gender	DOB	Age	Relationship	Roles	Same Resource
Cleaver, June	Female	05/18/1979	38	Biological Parent	HM-PR	Roles <input type="checkbox"/>
Cleaver, Theodore	Male	05/28/2008	9	Reference Person	HM-IC	Roles <input type="checkbox"/>
Cleaver, Wally	Male	04/20/2003	14	Birth Sibling	HM-SI	Roles <input type="checkbox"/>
Cleaver, Ward	Male	09/30/1977	39	Biological Parent	HM-PR	Roles <input type="checkbox"/>
Haskell, Eddie	Male	06/06/1969	47	Uncle	PL	Roles <input type="checkbox"/>

[Add/Edit](#)

Options: [Go](#) [Save](#) [Close](#)

100%

Note: The child's name will be blank until a participant on the participants tab is specified as the 'Identified Child'.

- On the ICPC Referral page enter the Sending and Receiving States and the 'Assigned Entity' fields. The Sending State field defaults to 'WI'. The Sending and Receiving States cannot be identified as the same State and one of them must be identified as 'WI'.

Note: The 'Assigned Entity' field is an AJAX-enabled field. Begin typing any part of the name and eWiSACWIS will attempt to find a match. Selecting a value from the available choices will prefill the address fields. The Details flare identifies what values should be typed into this field. *To retrieve the values for Milwaukee, use "DMCPS".*

- The other fields in the header, when WI is a sending state, are derived from other areas within the ICPC Referral. The 'Placement for Adoption' text is dynamically displayed. The 'Placement Resource' field and the 'Type of Care' field are displayed from the Placement Request Detail tab.
- The Participants tab is to identify participants, document their relationships and designate the roles of individuals associated with the Referral. To add participants, click the

Add/Edit button and search for the participants using the existing Access Inquiry Search page. Once the participants are searched, the tab prefills with the information entered on the Access Participant page including name, gender, and date of birth.

5. Identify the relationship of each participant (the reference person should be the child who is the subject of the referral). The ICPC Referral must have at least one participant with the relationship of 'Reference Person'.
6. The worker also assigns ICPC Referral roles to a participant by clicking on the Roles hyperlink, which launches the existing Roles pop-up page. The pop-up page is used to select the appropriate role or roles for each participant. The documentation of an identified child is required and all other relationships are based off of the identified child.

Note: The 'Identified Child' must have a DOB, gender, race, ethnicity, and parent information documented. The other participants should have DOB, gender, race and ethnicity documented. The 'Placement Resource' needs a primary address documented on person management as well.

Referral Information

Sending State: Receiving State: Assigned Entity: [Details](#)

Child Name: [Cleaver, Theodore](#) Placement Not for Adoption: ☐ Placement Resource:

Regulation Type: Type of Care:

Created On: 06/02/2017 Created By: Cake, Caitlin M., III Status: Pending

Participants | Referral Detail | Planning/Financial Responsibility | Placement Request Detail | Documentation | Decision

Participants

Include household members of the child's removal home as well as the placement resource and the placement resource household members. The individuals identified as Household Members will pre-fill to the "Are other adults living at home (as identified on the Participants tab)?" section on the Placement Request Detail tab if they are over the age of 18 as of the creation date of the ICPC referral.

Names	Gender	DOB	Age	Relationship	Roles	Same Resource
Cleaver, June	Female	05/18/1979	38	<input type="text" value="Biological Parent"/>	HM-PR Roles	<input type="checkbox"/>
Cleaver, Theodore	Male	05/28/2008	9	<input type="text" value="Reference Person"/>	HM-IC Roles	<input type="checkbox"/>
Cleaver, Wally	Male	04/20/2003	14	<input type="text" value="Birth Sibling"/>	HM-SI Roles	<input checked="" type="checkbox"/>
Cleaver, Ward	Male	09/30/1977	39	<input type="text" value="Biological Parent"/>	HM-PR Roles	<input type="checkbox"/>
Haskell, Eddie	Male	06/06/1969	47	<input type="text" value="Reference Person"/>	PL Roles	<input type="checkbox"/>

[Add/Edit](#)

Options: [Go](#) [Save](#) [Close](#)

7. The 'Same Resource' checkbox is to indicate if that individual (i.e. sibling to the identified Child) is placed with the same placement resource. This will assist in the copy

over functionality when an ICPC referral needs to be created for that individual as well.

8. Search the participants by clicking on the 'Add/Edit' button. The Last Name is required unless you enter a person ID, SSN, or an address. Click the [Select](#) hyperlink for the participants you would like to add, or click Create if the person you are looking for is not found. Once all participants have been added select 'Add Participant(s)', then click Continue to return to the ICPC Referral. For more information on how to search, please refer to the [Search User Guide](#).

Access Inquiry Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:

☐ Incl. AKA Search Precision: Sort By:

Persons Returned

Participants

Access Participant Name	Status
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9. Click the [Roles](#) hyperlink to open the Roles page. Click Continue to return to the ICPC Referral page.

Select	Roles Description	Code
<input type="checkbox"/>	Household Member	HM
<input type="checkbox"/>	Identified Child	IC
<input type="checkbox"/>	Parent/Parental Role	PR
<input type="checkbox"/>	Placement Resource	PL
<input type="checkbox"/>	Placement Resource Household Member	RH
<input type="checkbox"/>	Sibling	SI

10. When an individual is assigned a role of Identified Child on the Roles pop-up page and returns to the Participants tab the page will refresh and prefill with the information for the Identified Child in the header.

Note: Only one individual can have the role of ‘Identified Child.’

11. Only one individual can have the role of ‘Placement Resource’. If more than one participant is assigned a role of ‘Placement Resource’ the ICPC Referral page will generate the following message: “Do you want to replace existing Placement Resource?” Selecting Yes will reassign a role of Placement Resource from Participant A to Participant B. Selecting No will keep Placement Resource role with Participant A and remove it from Participant B. All other roles other than Placement Resource will remain the same for both participants. If there are more individuals in the home of the placement resource, they should be identified as ‘Placement Resource Household Member’.

Note: Upon the first successful save of the page an open ICPC Referral intake assignment is created for the creator of the page with the following Detail: Type = ICPC Referral, Responsibility = N/A, Role = Supervisor.

ICPC Referral - Internet Explorer

eWiSACWIS Print Spell Check Help

Referral Information

Sending State: **WI** Receiving State: **CA** Assigned Entity: **Details** **Tuolumne County**

Child Name: **Cleaver, Theodore** Placement Not for Adoption Placement Resource: **Haskell, Eddie** ID: **8000000**

Regulation Type: **Regulation 2 - Public Court Jurisdiction Cases** Type of Care: **Licensed Relative (not parent)**

Created On: **06/02/2017** Created By: **Cake, Caitlin M., III** Status: **Pending**

Participants **Referral Detail** **Planning/Financial Responsibility** **Placement Request Detail** **Documentation** **Decision**

Child Information

IV-E Eligible: **Pending** Eligibility Date: Also Known As:

Hispanic/Latino: **No** Race: **White**

ICWA Eligible: **No**

Parent 1: **Cleaver, June** Parent 2: **Cleaver, Ward**

Regulation Determination

Question 1:
☐ Yes ☒ No Is this a Private Case Adoption? If Yes, then Regulation 12. If No, proceed to Question 2.

Question 2:
☐ Yes ☒ No Is this a request for a residential placement? If Yes, then Regulation 4. If No, proceed to Question 3.

Question 3:
☐ Yes ☒ No Is the existing Wisconsin resource moving to another state? **Details** If Yes, then Regulation 1. If No, proceed to Question 4a.

Question 4a:
☐ Yes ☒ No Is the proposed resource one of the following? **Details** If No, then Regulation 2. If Yes, proceed to Question 4b.

Question 4b:
☒ Yes ☐ No Does the request meet at least one of the following? If No, then Regulation 2. If Yes, proceed to Question 4c.

☐ It is an emergency placement. ☐ The child is under 4. ☐ The child is in a sibling group that has a child under 4.
☐ There is an unexpected dependency due to sudden or recent incarceration, incapacitation or death of a parent or guardian.
☐ The child has a significant relationship with the proposed resource. Please describe the child's relationship with the resource and what role he/she played in the child's life.

Question 4c:
☐ Yes ☒ No Does the child have a Priority Placement Order (Expedited Placement Decision)? If Yes, then Regulation 7. If No, then Regulation 2.

Court Order Date:

Options: **Go** **Save** **Close**

100%

12. On the Referral Detail tab, complete the required fields in the Child Information group box and the Regulation Determination group box. The system will populate the 'Regulation Type' field in the header when the sending state is Wisconsin and the page is successfully saved.

Note: After the first successful save, the 'Copy' value will display in the Options dropdown menu. It is recommended to wait until later in the process of completing the referral to copy it so that as much information as possible is copied over.

13. The Child Information group box will be blank until an individual is selected as the 'Identified Child' on the Participants tab.

- When WI is sending, the field will prefill from the IV-E eligibility line and the 'Eligibility Date' will display as a date hyperlink that will open the eligibility row for that individual.
- The 'Also Known As', 'Hispanic/Latino' and 'Race' fields will prefill from the child's person management record.
- When WI is the sending state the 'ICWA Eligible' field will prefill from person management. If the Status field in either the Race/Ethnicity/Tribal Identification has a value of 'Eligible for membership, not a member' or 'Member', the ICWA Eligible field will be set to Yes.
The 'Does the tribe agree with the placement?' text and radio buttons display only when the 'ICWA Eligible' field is answered Yes and it is required to be completed when WI is the sending state.
- The 'Parent 1' and 'Parent 2' fields prefill from the person management record for the Identified Child.

14. When Wisconsin is the sending state complete the Regulation Determination group box and click the Save button to update the 'Regulation Type' field in the header.

Note: The regulation determination must be completed and one participant must be assigned a role of 'Identified Child' prior to the first successful save.

Regulation Determination

Question 1:
☐ Yes ☒ No Is this a Private Case Adoption? If Yes, then Regulation 12. If No, proceed to Question 2.

Question 2:
☐ Yes ☒ No Is this a request for a residential placement? If Yes, then Regulation 4. If No, proceed to Question 3.

Question 3:
☐ Yes ☒ No Is the existing Wisconsin resource moving to another state? [Details](#) If Yes, then Regulation 1. If No, proceed to Question 4a.

Question 4a:
☒ Yes ☐ No Is the proposed resource one of the following? Adult Uncle [Details](#) If No, then Regulation 2. If Yes, proceed to Question 4b.

Question 4b:
☒ Yes ☐ No Does the request meet at least one of the following? If No, then Regulation 2.

☐ It is an emergency placement. ☐ The child is under 4. ☐ There is an unexpected dependency due to sudden or recent in guardian.

☐ The child has a significant relationship with the proposed resource. Please describe the child's relationship with the resource and what role he/she played in the child's life.

Question 4c:
☒ Yes ☐ No Does the child have a Priority Placement Order (Expedited Placement Decision)? If Yes, then Regulation 7. If No, then Regulation 2.

Court Order Date: [06/02/2017](#) [Clear](#) [Imaging Search](#)

Expedited placement requests may only apply when the child is being considered for placement with a parent, stepparent, grandparent, adult uncle, adult aunt, adult brother, adult sister, or the child's guardian. The intent of the regulation is to minimize the trauma of multiple or interim placements while the comprehensive home study process is occurring.

Question 1: This question is only available to the ICPC staff and it defaults to No when the referral is created by a county worker.

Question 2: This question is enabled when Question 1 is answered No.

Question 3: This question is enabled when the answer to Question 2 is No.

Hovering over the Details flare will pop-up a screen that describes how to answer this question.

Question 4a: The drop-down menu identifying if the proposed resource is one of the relatives listed should be determined prior to selecting the yes or no radio button.

Hovering over the Details flare will pop-up a screen which describes when expedited placements apply and what their intent is.

Question 4b: This question is only available when Question 4a is answered Yes. If this question is answered Yes, one of the checkboxes must also be selected. The associated narrative field is only enabled when the “significant relationship” checkbox is selected.

Question 4c: This question is to indicate if there is a Priority Placement Order. If yes, the court order must be associated in order for the ‘Yes’ radio button to be selected, otherwise it defaults to ‘No’. Once an order is associated, it will display as a date hyperlink which will take the user to imaging page for the associated image.

The ‘Imaging Search’ will allow the user to select the appropriate court order. The ‘Clear’ hyperlink will clear out the selected court order.

Question 4c:

☒ Yes ☐ No Does the child have a Priority Placement Order (Expedited Placement Decision)? If Yes, then Regulation 7. If No, then Regulation 2.

Court Order Date: [10/25/2016](#) [Clear](#) [Imaging Search](#)

15. The Planning/Financial Responsibility tab provides information regarding the designated person/agency/tribe having both Planning and Financial Responsibilities. Each group box displays the designated person/agency/tribe having both planning and Financial Responsibilities. The Financial Responsibility group box has a 'Same as Planning Responsibility' checkbox. When selected, the page will copy the information from the Planning Responsibility group box into Financial Responsibility group box.

ICPC Referral - Internet Explorer

eWiSACWIS Print Spell Check ABC Help

Referral Information

Sending State: **WI** Receiving State: **CA** Assigned Entity: **Tuolumne County**

Child Name: **Cleaver, Theodore** Placement Not for Adoption Placement Resource: ID: 8000000

Regulation Type: **Regulation 7 - Expedited Placement Decision** Type of Care:

Created On: 06/02/2017 Created By: Cake, Caitlin M., III Status: Pending

Participants Referral Detail Planning/Financial Responsibility Placement Request Detail Documentation Decision

Planning Responsibility

Planning Responsibility: **DMCPS-Admin**

C/O:

Street: **635** **N. 26th Street** Apt:

WI City: **Milwaukee** City: **Milwaukee** State: **WI** ZIP: **53233**

Country: **United States** Phone: **(414)220-7233** Ext: Fax:

E-Mail: **email@email.com**

Financial Responsibility

The Wisconsin sending agency remains ultimately financially responsible for the child and will retain jurisdiction of the child as mandated by Article 5 of ICPC (s. 48.988(5), Wis. Stats.). If the child needs to return to Wisconsin, the financially responsible agency/sending agency will pay the transportation costs and will expect the full cooperation from the receiving state to accomplish this return. This plan will be in effect following the placement of the child and until approved termination of the placement consistent with the provisions of the Interstate Compact on the Placement of Children.

☒ Same as Planning Responsibility

Financial Responsibility: **DMCPS-Admin**

Options: **Go** **Save** **Close**

16. The Planning Responsibility field is AJAX-enabled and does not allow any text that is not on the list. Begin typing any part of the name and eWiSACWIS will attempt to find a match. Selecting a value from the available choices will prefill the address fields.
- If WI is the sending State, the available values are Wisconsin values.
 - If WI is the receiving State, the available value is the other State's name or the county names for California, Colorado, or Ohio.

Financial Responsibility

The Wisconsin sending agency remains ultimately financially responsible for the child and will retain jurisdiction of the child as mandated by Article 5 of ICPC (s. 48.988(5), Wis. Stats.). If the child needs to return to Wisconsin, the financially responsible agency/sending agency will pay the transportation costs and will expect the full cooperation from the receiving state to accomplish this return. This plan will be in effect following the placement of the child and until approved termination of the placement consistent with the provisions of the Interstate Compact on the Placement of Children.

☒ Same as Planning Responsibility

Financial Responsibility:

DMCPS-Admin

C/O:

Street:

635

N. 26th Street

Apt:

WI City:

City: Milwaukee

State: WI

ZIP: 53233

Country:

United States

Phone: (414)220-7233

Ext:

Fax:

E-Mail:

email@email.com

If the child is to be placed, the proposed resource is:

- ☐ Financially able and willing to support the child. The resource acknowledges they will receive no financial assistance for the care of the child.
- ☐ Entitled to receive monthly Kinship Care payments from Wisconsin.
- ☐ Entitled to receive foster board payments from Wisconsin. Wisconsin will pay foster care for this child upon licensure and placement approval from the receiving state. The rate per month is: ☐ TBD
- ☐ Parent placement with court ordered supervision. Parent is financially responsible for the child.
- ☐ Residential placement. The sending agency is responsible for placement cost and any costs associated with the disruption of the placement.
- ☐ Other - Specify

If the child is to be placed, the medical plan for the child is:

- ☐ The child is IV-E eligible and the receiving state will arrange for Medicaid coverage based on the provision of the federal COBRA legislation.
- ☐ Child is not IV-E Eligible and the sending state will reimburse the placement resource for the child's medical expenditures incurred with prior approval.
- ☐ Placement resource has agreed to provide financially for medical needs of the child. The resource understands that they may not receive assistance with medical coverage for the child.
- ☐ Parent placement with court ordered supervision. Parent will provide medically for the child.
- ☐ Other - Specify

17. If the user selects the 'Same as Planning Responsibility' checkbox, then the fields will populate from the Planning Responsibility group box. Otherwise the fields will behave in the same manner as the Planning Responsibility group box as described above.

18. In the "If the child is to be placed, the proposed resource is:" section there are six checkboxes. At least one of the checkboxes must be selected when WI is the sending state.

19. In the “If the child is to be placed, the medical plan for the child is:” section there are five checkboxes. At least one of the checkboxes must be selected when WI is the sending state.

20. The Placement Request Detail tab contains information specific for the requested placement, including Type, placement resource, etc.

The screenshot displays the eWISACWIS web application interface within an Internet Explorer browser window. The title bar reads "ICPC Referral - Internet Explorer". The application header features the "eWISACWIS" logo and navigation links for "Print", "Spell Check", and "Help".

The main content area is divided into two sections. The top section, titled "Referral Information", contains the following fields:

- Sending State: WI (dropdown)
- Receiving State: CA (dropdown)
- Assigned Entity: Details (link) | Tuolumne County (text)
- Child Name: Cleaver, Theodore
- Placement Not for Adoption: (checkbox)
- Placement Resource: (text)
- ID: 8000000
- Regulation Type: Regulation 7 - Expedited Placement Decision (dropdown)
- Type of Care: (dropdown)
- Created On: 06/02/2017
- Created By: Cake, Caitlin M., III
- Status: Pending

The bottom section, titled "Placement Request Detail", is currently active and contains:

- Type of Care: (dropdown)
- Is the placement for the purposes of Adoption?: Not Applicable (dropdown)
- Is child eligible for Adoption Assistance?: Not Applicable (dropdown)
- Legal Status: Details (link) | (dropdown)
- Specify Legal Status: (text)
- Initial Report: (dropdown)
- Supervisory Services: (dropdown)
- Supervisory Reports: Quarterly (dropdown)
- Supervisory Reports Detail: (text)

Below the "Placement Request Detail" section is the "Placement Information" section, which includes radio buttons for "Person" and "Facility". A disclaimer text states: "By filling out the following information, the worker in the Sending state has confirmed that information provided is accurate. The placement plans must be discussed with the resource before sending this request to the Wisconsin ICPC Central Office." At the bottom of this section are "Options:" (dropdown) and a "Go" button.

At the very bottom of the form are "Save" and "Close" buttons. The browser status bar at the bottom right shows "100%" zoom.

21. The Type of Care field is a user-selectable dropdown for documenting the type of care; The values available are: Foster Home (non-relative), Parent, Group Home, Residential Care Center, Licensed Relative (not parent), Unlicensed Relative (not parent). The available values are based on the regulation type.

22. Complete the rest of the required fields on the page.

23. Some fields are conditionally displayed base on the answer to the question before it. I.e. the ‘Adoption to be completed in:’ field will not display unless there is Yes value for the “Is the placement for the purposes of Adoption” field is answered Yes.

- Some fields are conditionally enabled once other pieces of work are saved on other tabs. I.e. the ‘Legal Status’ field once the regulation type is not null.
- The Details flair describes which value should be selected in the ‘Legal Status’ field.

Placement Information

☒ Person ☐ Facility

Name: Haskell, Eddie (9228005)

SSN:

DOB: 06/06/1969

Placement Relationship to Child:

By filling out the following information, the worker in the Sending state has confirmed that information provided is accurate. The placement plans must be discussed with the resource before sending this request to the Wisconsin ICPC Central Office.

☐ Yes ☐ No Are other adults living at home (as identified on the Participants tab)?

How many people, including children, are in the home (not including children to be placed)?

How many bedrooms are in the home?

- ☐ I have communicated directly with the potential placement resource. Last date of contact with the proposed resource:
- ☐ The potential placement resource is interested in being a placement resource for the child and is willing to cooperate with the ICPC process.
- ☐ The potential placement resource acknowledges that s/he has sufficient resources or will access financial resources to feed, clothe, and care for the child, including child care.
- ☐ The placement resource understands a criminal record and child abuse history check will be completed for any person residing in the home to be screened under the laws of the receiving state.

Please describe or explain any concerns or special considerations that must be addressed in the evaluation of the proposed placement.

Placement Information

☐ Person ☒ Facility

[Provider Search](#)

Name: Eyes Wide Open Seeing Beyond Today (8058834)

c/o Clarissa Christmasspirit
1234567890101 BeautifulRainbow through Apt. 1234; Informationf
Longestcity name possible to evaluate th, WI 123456789, United States (Dane County)
Phone: (515) 122-2211 Ext: 2222; Fax (234) 234-2345
E-Mail: text_text@ text.gov

By filling out the following information, the worker in the Sending state has confirmed that information provided is accurate. The placement plans must be discussed with the resource before sending this request to the Wisconsin ICPC Central Office.

☐ Yes ☒ No Are other adults living in home?

How many people, including children, are in home (not including child(ren) to be placed)?

How many bedrooms are in the home?

- ☐ I have communicated directly with the potential placement resource. Last date of contact with the proposed resource:
- ☐ The potential placement resource is interested in being a placement resource for the child and is willing to cooperate with the ICPC process.
- ☐ The potential placement resource acknowledges that s/he has sufficient resources or will access financial resources to feed, clothe, and care for the child, including child care.
- ☐ The placement resource understands a criminal record and child abuse history check will be completed for any persons residing in the home to be screened under the laws of the receiving state.

Please describe or explain any concerns or special considerations that must be addressed in the evaluation of the proposed placement.

24. In the Placement Information group box, select if the placement resource is a 'Person' or a 'Facility'.
- If the 'Facility' radio button is selected, the 'Provider Search' hyperlink will display. Selecting this hyperlink will launch the Provider Search page.
 - If the 'Person' radio button is selected, static text displaying the name of the Placement Resource identified on the Participants tab will display, along with the SSN and DOB. The 'Placement Relationship to Child' drop-down field will also display and is user editable.
 - The address fields will prefill from either the Primary address record for the person or the physical address of the facility.
25. If someone is not documented or is documented incorrectly in the other adults in the home section, go back to the participants tab to correct the error. Always answer 'No' to the proposed resource is a Facility.
26. Answer the remaining questions on the page. Some of the fields are only required for certain regulation types. The Regulation 7 group box is only displayed when the Regulation type is 7.
27. Complete the required fields on the page.
- The mental/behavioral/physical health needs question, the enrolled in school question, and the IEP fields default to answers/selections from the person management page. Information should be updated on the person management page so that the information prefills to other areas accurately.
 - The last field is to document any other relevant information. If there is no other relevant information type "Not applicable" in that narrative box.

Regulation 7

Proposed Resource Marital Status:

Best time to contact the proposed resource:

Name of proposed resource's employer:

Provide an alternate contact:

Name: Phone:

Child has mental/behavioral/physical health needs or disabilities:

Child is Currently Enrolled in School

Child has an Individualized Education Plan

If the child has an IEP, please upload a copy of the IEP.

Date of Current IEP: [09/30/2016](#) [Clear](#) [Imaging Search](#)

Please describe any other relevant information about the child's health, behavior, school, etc that may impact the decision for expedited placement approval:

28. The Documentation tab allows the worker to search for the existing images in eWiSACWIS and bring them to the ICPC Referral. For situations when Sending State = WI, the users will be able to create templates by selecting the 'Text' hyperlink. If an 'Imaging Search' hyperlink appears, then the document needs to be uploaded.

ICPC Referral - Internet Explorer

eWiSACWIS Resource TM Print Spell Check Help

Referral Information

Sending State: **WI** Receiving State: **CA** Assigned Entity: **Details** **Tuolumne County**

Child Name: **Cleaver, Theodore** Placement Not for Adoption Placement Resource: **Haskell, Eddie** ID: **8000000**

Regulation Type: **Regulation 7 - Expedited Placement Decision** Type of Care: **Unlicensed Relative (not parent)**

Created On: **06/02/2017** Created By: **Cake, Caitlin M., III** Status: **Pending**

Participants **Referral Detail** **Planning/Financial Responsibility** **Placement Request Detail** **Documentation** **Decision**

Documentation

Include all required documents for the ICPC Placement Request. Insert a new row for each document required. If court action has been taken, a court order is required to be submitted. The type of court order that is required for your request is dependent on the status of the child's case. Please see the Resource button at the top of this page for information on which court orders are required for your request.

Type	Date Sent/Received	Image/Document	
Worker's Statement	06/05/2017	Text	Delete
CHIPS Disposition			Delete Imaging Search
100A		Text	Delete

Insert

Options: **Go** **Save** **Close**

100%

29. Upload the required documentation for the Placement Request by selecting the 'Type' and then clicking the 'Imaging Search' or 'Text' hyperlink associated with the row to retrieve the needed image. Click the 'Insert' button if additional documents are needed.

Note: The values available in the 'Type' drop-down are filtered based on the Regulation Type and whether WI is a receiving or sending state. In order to accept the ICPC Referral, the ICPC Specialist will verify that all appropriate documentation is uploaded and complete. Please be sure to complete the following if applicable per the regulation type of the referral:

- Review the appropriate documents in the Resources button on the top of the page. This will provide a list of other required documents that are not system validated upon sending the request to the ICPC Office.
- Launch the 100A and Worker Statement Templates, print and sign them, and upload them as 100A-Signed and Worker Statement images.
- Launch the Financial/Medical Plan template and complete the template questions before saving.
- Launch the Priority 101 template and complete the template questions before saving, if it is a Regulation 7 request.

30. For the date field, when the document is being associated with an image, this field pre-fills from the Date of Document field on the Imaging page. When the document needed is a template, the field automatically pre-fills with the system date when the template was created.
31. The Image/Document field will display a link to the document. A 'Text' link indicates it is a template while an 'Edit (View)' link indicates it is an image.
32. The Decision tab allows workers to document information specific to decisions for the referral. The ICPC Referral page will allow workers to save their work and bypass the required field requirements until the Completed checkbox is selected. Once the Completed checkbox is selected, the system will run validations for each required field/document for the referral upon the save. The Decision tab allows county users to refer the ICPC Referral to the ICPC Staff. ICPC Staff can either accept or deny the referral or return it to the sending agency.
33. Once the ICPC Staff accepts or denies the ICPC Referral, it can be linked to either an existing or a new case. When ICPC Referral is linked to an existing case, the case type does not change. When the ICPC Referral is used to create a new case, the new case is assigned a type of ICPC. Upon saving of the changes to Maintain case (creating/linking to a case opens Maintain Case page), the system creates an ICPC Record for the child who is associated with the role of Identified Child on the ICPC Referral.

ICPC Referral - Internet Explorer

eWiSACWIS Print Spell Check Help

Referral Information

Sending State: Receiving State: Assigned Entity: Details

Child Name: [Cleaver, Theodore](#) Placement Not for Adoption Placement Resource: Haskell, Eddie ID: 8000000

Regulation Type: Type of Care: Unlicensed Relative (not parent)

Created On: 06/02/2017 Created By: Coke, Caitlin M., III Status: Pending

Participants Referral Detail Planning/Financial Responsibility Placement Request Detail Documentation Decision

Sending Agency

☐ Completed

Sending Agency Representative: Coke, Caitlin M., III Submission Date:

Sending Agency Decision: Sending Office Signature Date:

State Compact Administrator

Sending State Compact Administrator or Alternate: Decision Date:

Decision: Decision Narrative:

Options: Go Save Close

100%

34. In the Sending Agency group box the 'Sending Agency Representative' field. When WI is the sending state this field is prefilled with the name of the worker who has referred the ICPC Referral to the ICPC staff. The submissions date is system driven when WI is the sending state.
35. The 'Sending Agency Decision' field documents the decision by the Sending Agency, i.e. 'Refer to ICPC' or 'Return to ICPC' once the completed checkbox is selected.
- a. Once the user selects the 'Refer to ICPC' value from the Sending Agency dropdown and Saves, the page updates the status of the ICPC Referral to 'Referred to ICPC'.
 - b. The 'Completed' check box must be selected in order to send the referral to the ICPC office for review.
36. The State Compact Administrator group box will be utilized by the ICPC central office staff.
37. The Create/Link Case hyperlink is enabled only for ICPC staff once the Referral has a status of either Accepted or Denied.

Note: When the ICPC Referral is linked to an existing case, the case type does not change. When the ICPC Referral is linked to a new case, the case is assigned a case type of ICPC. If the referral is linked to a closed case, the case type will be updated to ICPC. Upon saving of the changes to Maintain Case (linking to a case opens Maintain Case page), the system creates an ICPC Record for the child who is associated with the role of Identified Child on the ICPC Referral.

38. After the ICPC referral has been referred to the ICPC office will the 'ICPC Referral History' value display in the Options dropdown menu.

ICPC Referral History -- Webpage Dialog

eWiSACWIS Print Spell Check Help

ICPC Referral History

Child: Cleaver, Theodore (9228002) Referral ID: 8000000

Placement Resource: Haskell, Eddie (9228005)

ICPC Referral History Details

Action	Date	Worker Name
Referred to ICPC:	11/10/2016	Fox, Frank
Returned to Sending Agency	11/11/2016	Cake, Caitlin
Returned to ICPC:	11/15/2016	Fox, Frank
Returned to Sending Agency:	11/15/2016	Cake, Caitlin
Returned to ICPC:	12/05/2016	Fir, George
Accepted:	12/05/2016	Cake, Caitlin

Close

ICPC Referral Copy

39. The ICPC Referral Copy page is used to select an ICPC Referral participant who needs a new ICPC referral with the information from the current ICPC Referral.
40. Select either the Identified Child or the Sibling, as identified on the Participants tab. Click the Create button to copy-over some user-entered data from the current ICPC Referral into a new one.

ICPC Referral Copy -- Webpage Dialog

Basic

Child: Cleaver, Theodore (9228002) Placement Resource: Haskell, Eddie (9228005)

ICPC Referral Participants

To create a new ICPC Referral by copying a previous ICPC Referral, select a radio button for a participant below. Select the radio button for the sibling if the proposed resource is the same. Select the radio button for the ICPC Referral's Identified Child to create a new ICPC Referral when converting from Relative Care to Foster Care or Foster Care to Adoption.

Select	Child	Date of Birth	Assigned Role on the Current Referral
<input type="radio"/>	Cleaver, Theodore (9228002)	05/28/2008	Household Member, Identified Child
<input type="radio"/>	Cleaver, Wally (9228003)	04/20/2003	Household Member, Sibling

Create Close

41. The New ICPC Referral page will launch in create mode prefilled with some information from the current ICPC Referral Record.

Outliner showing the ICPC Referral under 'My Referrals' and 'All Referrals'

The screenshot displays the eWiSACWIS system interface. At the top, there is a header bar with the text "eWiSACWIS" and a navigation menu with options: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". Below the header, there is a sidebar menu with options: "Case Work", "Financial Work", "Provider Work", "Access Report", "Information and Referral", "Provider", "Recruitment Event", "Service Category", "Service Type", and "SW Reporting Group". The "Access Report" option is selected, and a sub-menu is open showing "CPS Report", "ICPC Referral", and "Services Report". The "ICPC Referral" option is highlighted. The main content area shows a list of referrals under the heading "ICPC Referrals". The list is divided into two sections: "My Referrals" and "All Referrals". Each section contains two entries, each with a date, name, and status. The "My Referrals" section shows two entries: "06/02/2017 jones, mister Caitlin M. Cake, III Pending Regulation 2 - Public Court Jurisdiction Cases" and "06/02/2017 Cleaver, Theodore Caitlin M. Cake, III Pending Haskell, Eddie Regulation 7 - Expedited Placement Decision". The "All Referrals" section shows two entries: "06/02/2017 jones, mister Caitlin M. Cake, III Pending Regulation 2 - Public Court Jurisdiction Cases" and "06/02/2017 Cleaver, Theodore Caitlin M. Cake, III Accepted Haskell, Eddie Regulation 7 - Expedited Placement Decision". At the bottom of the page, there is a "Home Inquiries" link.

ICPC Referrals

My Referrals

- [ICPC Referral 8000001](#) [Actions](#)
06/02/2017 jones, mister Caitlin M. Cake, III Pending Regulation 2 - Public Court Jurisdiction Cases
- [ICPC Referral 8000000](#) [Actions](#)
06/02/2017 Cleaver, Theodore Caitlin M. Cake, III Pending Haskell, Eddie Regulation 7 - Expedited Placement Decision

All Referrals

- [ICPC Referral 8000001](#) [Actions](#)
06/02/2017 jones, mister Caitlin M. Cake, III Pending Regulation 2 - Public Court Jurisdiction Cases
- [ICPC Referral 8000000](#) [Actions](#)
06/02/2017 Cleaver, Theodore Caitlin M. Cake, III Accepted Haskell, Eddie Regulation 7 - Expedited Placement Decision

[Home Inquiries](#)

Automated Messages

ICPC Referral has been sent to ICPC Office

Title	ICPC Referral has been sent to ICPC Office
Purpose:	To inform the ICPC Staff that an ICPC Referral has been referred.
Subject:	ICPC Referral sent to ICPC
To:	Those defined on the Automated Message Distribution page.
Message:	An ICPC Referral {[ICPC Referral ID] for [child name], DOB [DOB], with Regulation Type [Reg Type] has been sent to the ICPC office for review and decision.
Processing:	This message is created when user selects Options dropdown > Refer to ICPC > Go on the ICPC Referral page.

ICPC Referral has been returned to Sending Agency

Title	ICPC Referral has been returned to Sending Agency
Purpose:	To inform the ICPC Referral originator that the ICPC Referral has been returned to the Sending Agency.
Subject:	ICPC Referral Returned to Sending Agency
To:	The worker and the worker's supervisor who referred the ICPC Referral.
Message:	The ICPC Referral {[ICPC Referral ID] for [child name], DOB [DOB] has not been sent to the receiving agency and has been returned to your agency with the comments identified below. Please address these comments and resubmit the ICPC Referral to continue processing. Please contact the ICPC office if you have questions. Decision Comments: [Narrative field from the Decision tab].
Processing:	This message is created when ICPC user saves ICPC referral after selecting Return to Sending Agency value from the Decision field on the Decision tab of the ICPC Referral page.

ICPC Referral has been returned to ICPC Office

Title	ICPC Referral has been resubmitted to the ICPC Office
Purpose:	To inform the ICPC staff that an ICPC Referral has been resubmitted.
Subject:	ICPC Referral Resubmitted to ICPC
To:	The ICPC worker assigned to the ICPC Referral.
Message:	The ICPC Referral {[ICPC Referral ID] for [child name], DOB [DOB], with Regulation Type [Reg Type] has been resubmitted to the ICPC office for re-review and decision.
Processing:	This message is created when user selects Options dropdown > Return to ICPC > Go on the ICPC Referral page.

ICPC Referral Decision has been Made

Title	A decision has been made on the ICPC Referral
Purpose:	To inform of a decision made on the ICPC Referral.
Subject:	Decision made on ICPC Referral
To:	The worker and the worker's supervisor who referred the ICPC Referral.
Message:	The ICPC central office has made a decision on Referral {[ICPC Referral ID] for Child [child name], DOB [DOB]. The ICPC Referral is [Decision].
Processing:	This message is created when user selects Options dropdown > Return to ICPC > Go on the ICPC Referral page.

Assignment to ICPC Referral

Title	ICPC Referral has been assigned to you.
Purpose:	To inform of an assignment has been made to an ICPC Referral.
Subject:	Open Assignment to an ICPC Referral
To:	Assignee
Message:	You have been assigned to an ICPC Referral {[ICPC Referral ID] for Child [child name], DOB [DOB]. Please review your My ICPC Referrals expando.
Processing:	This message is created when an ICPC Referral assignment is created by the user.